

**2021 Clayton Local Development Corporation
COVID RELIEF FUND
ARPA FUNDS APPLICATION
SUBMISSION DEADLINE: February 11, 2022**

The Clayton Local Development Corporation (CLDC) is partnering with the Town of Clayton to announce a COVID Relief Program for small businesses and non-profits within the Town of Clayton. The \$130,000 funding for this program has been made available by the Town of Clayton via the American Rescue Plan Act (ARPA). The CLDC will be overseeing the program.

ARPA funds may be used to respond to the public health emergency or its negative economic impacts, including assistance to small businesses, or aid to impacted industries such as tourism, travel and hospitality. All uses must comply with U.S. Department of Treasury guidelines.

<https://home.treasury.gov/policy-issues/coronavirus/assistance-for-state-local-and-tribal-governments>

PROGRAM OVERVIEW

The CLDC will administer this program to aid small businesses and nonprofits that have suffered and continue to suffer losses and hardships due to the Coronavirus pandemic. Independently owned businesses or non-profits within the municipal boundaries of the Town of Clayton that provide direct services to the Clayton community are eligible to apply.

The CLDC anticipates that applicants will primarily utilize funding to cover working capital expenses, such as rent, insurance, utilities, inventory, supplies or other hard and soft costs related to operations and/or improvements. To maximize flexibility, the project would allow for both forward and backward-looking expenses. Applicants must submit copies of all bills, invoices and/or receipts for items that grant funding will subsidize.

The ARPA Funds can be used to adopt safer operating procedures (COVID-19 prevention or mitigation tactics, such as physical changes to enable social distancing, enhanced cleaning efforts, barriers or partitions). Project specific costs can be retroactive back to a starting date of March 3, 2021.

Another example of the utilization of funds can be used for mitigating financial hardship resulting from the COVID-19 public health emergency, such as declines in revenues or impacts of periods of business closure, for example by supporting payroll and benefits costs, costs to retain employees, mortgage, rent, or utilities costs, and other operating costs

The applicant must provide the latest federal tax return and documentation of project costs.

The maximum award, per Federal Guidelines, is \$25,000.00 per applicant. The award process will be based on the number of eligible applications received and the overall needs within the community.

PROGRAM REQUIREMENTS:

All applicants must describe in detail how the Coronavirus has and continues to impact their business whether this be estimated revenue loss due to closure, reduced capacity, reduced services, employee layoffs or reductions in grant revenues, or some other relevant explanation.

Applicant must submit Profit and Loss Statements for Fiscal Years 2019, 2020 and year-to-date (YTD) 2021 or other documentation to support the information that they communicate in their written summaries. The Town of Clayton and the CLDC reserve the right to request additional information and all applications are subject to Town and CLDC review and approval processes. This includes, but is not limited to, verifying that an applicant is current on all, County and school taxes.

Applicant must be a small business registered with the State of New York with annual operating expenses less than \$2 million as demonstrated on their most recent tax statement or a non-profit 501(c)(3) in good standing with annual operating expenses less than \$2 million as evidenced on their most recent IRS Form 990.

Applicant must also have been in operation for at least the last three years. For-profit business applicant must be a 51%+ owner and current with property taxes. Non-profit organizations must be a 501(c)(3) organization as evidenced by their IRS determination letter and have a Board of Directors responsible for oversight.

ARPA awardees are required to sign a funding agreement with the CLDC that will include, but is not limited to: general legal principles, reporting, access to financial records, and audit provisions if applicable.

In addition, the CLDC and the Town of Clayton reserve the right to request further documentation and/or clarification as part of the application review process. It is the applicant's responsibility to provide answers and additional documentation as requested by the CLDC/Town of Clayton during the review process. Failure to provide the information requested in a timely basis will delay a decision regarding approval.

All applicants must submit their completed applications to the CLDC via email to the following address: cldc@townofclayton.com or by mail to Clayton LDC, PO Box 99, Clayton, NY 13624. Applications are due **FEBRUARY 11, 2022**.

Remember, late and/or incomplete applications will not be accepted. If you have questions regarding your application, please contact Kristi Dippel at (315) 686-3212 x 2 or cldc@townofclayton.com

Section I – Contact Information

Name of Applicant(s): _____

Business Name: _____

Street Address (*must be within the Town of Clayton*): _____

City, State, Zip Code: _____

Phone Number: _____

Email address: _____

Federal Tax ID #: _____

Tax Parcel #: _____

Section II- Questions

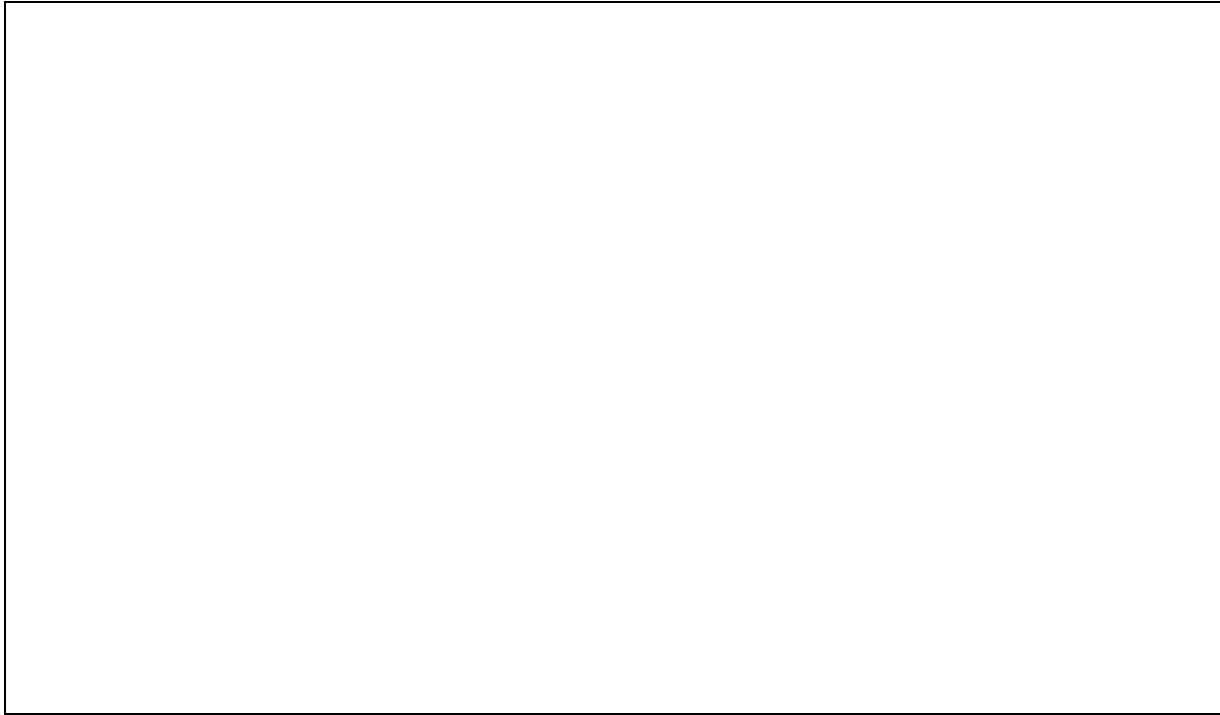
Briefly describe the business or organization and its products/services:

Please provide a detailed History of how the Coronavirus has impacted and continues to impact your business (attach additional sheets if necessary):

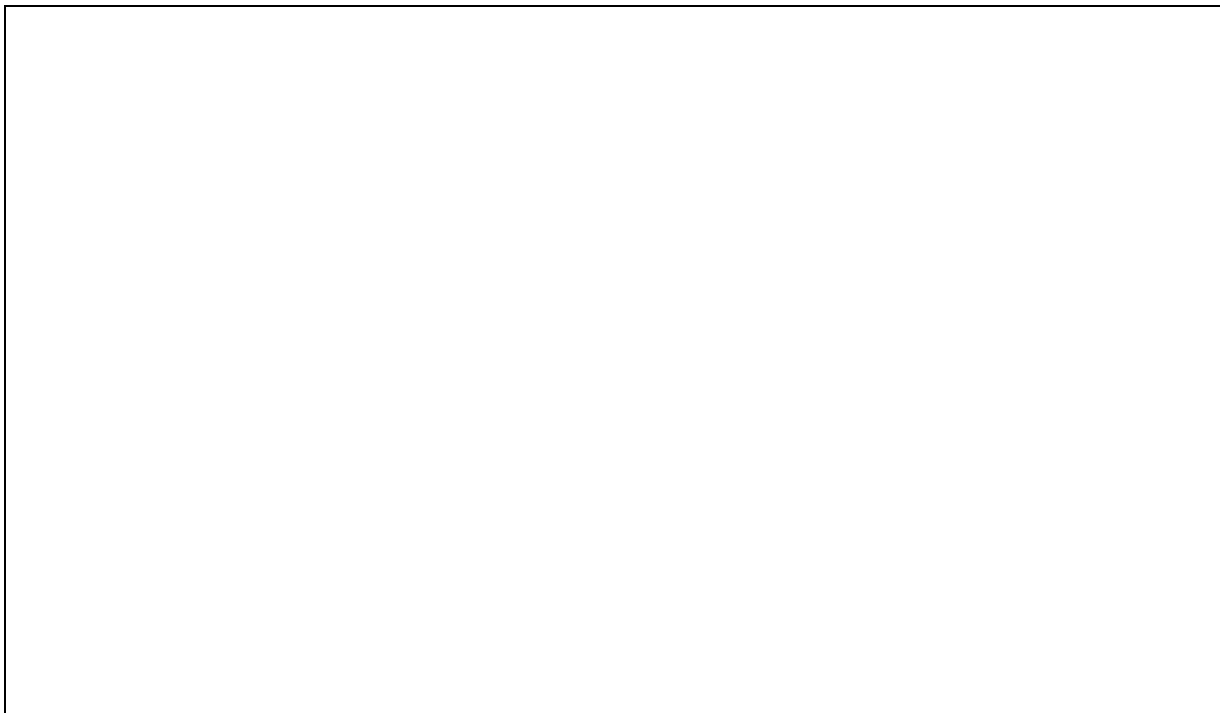
A large, empty rectangular box with a thin black border, intended for the user to provide a detailed history of how the coronavirus has impacted and continues to impact their business. The box is currently blank.

Please provide a detailed description of how you propose to use grant funding. Be sure to describe how the grant funding will address hardships and revenue loss the business continues to experience as a result of the pandemic: (attach additional sheets if necessary).

Will the project be complete with requested funds? How will the applicant support the project after ARPA funds are no longer available?



Any additional comments or information the Applicant would like to provide



Section III Budget

Category	ARPA Budget Amount	Other Funding Amount	TOTAL
Personnel			
Equipment			
Supplies			
Contractual			
Operational Expenses			
Other			

Section IV – Attachments

The following documentation must accompany all applications at the time of submission. Applications shall not be considered complete unless they include all of the following:

_____ 2020 Federal Business Income Tax Returns

_____ Profit and Loss Statements for 2019, 2020 and year-to-date 2021 OR other documentation showing a detrimental impact from COVID.

Section V- Application Certification (PLEASE INITIAL)

___ I certify and affirm by my signature below that the information contained in this application, or otherwise supplied as part of this application, is complete and current to the best of my knowledge.

___ I further understand that any intentional misrepresentation of facts, submission of knowingly false or misleading information in or accompanying this application may lead to the immediate termination of any financial assistance, and/or a repayment of grant funds.

___ By signing this form, I am confirming that the statements made in this application are accurate and correct and that I agree to provide the required information to complete the necessary review and approval processes.

I also understand and agree to the following (please initial each):

___ The applicant small business or non-profit organization must have been in operation for at least 3 years within the town of Clayton boundaries and be a legal entity or 501 (c) 3. Such status is required to be eligible for ARPA funds from the Town of Clayton.

___ All taxes on properties owned must be current and up to date or on a tax agreement with the Town of Clayton

___ Business and property owners must be in good standing with the Bureau of Code Enforcement and must not have any outstanding violations

___ If awarded, requested funds will be used only for the purposes described in this application. I understand the use of funds are subject to audit by the State of New York.

___ Grant awards will be determined by the Clayton Local Development Corporation and/or the Town of Clayton.

___ I certify that I have the legal authority of the organization represented in this application to submit this request for funding on its behalf, and I further certify that the information submitted in this application is true and correct to the best of my knowledge. I understand that the Clayton Local Development Corporation and/or the Town of Clayton will rely on the accuracy of the submittals and certifications made in conjunction with this application. Any misrepresentation of inaccurate information may result in a repayment of funds.

Print Name

Title

Signature

Date